



FINANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FINANCE, DEPARTMENT OF	RELEASE DATE:	Monday, April 20, 2009
POSITION TITLE:	Deputy Project Director, Business, Fi\$Cal Project	FINAL FILING DATE:	Monday, May 11, 2009 <i>or until filled</i>
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	04102009_1

POSITION DESCRIPTION

Under the administrative direction of the Financial Information System for California (FI\$Cal) Project Director, the FI\$Cal Deputy Project Director, Business (CEA 3) fulfills substantial leadership responsibilities for a project of significant scope, complexity, and sensitivity. The FI\$Cal Project is a collaborative partnership between the Department of Finance, the State Controller's Office, the State Treasurer's Office and the Department of General Services to replace California's aging financial management systems and improve business processes by implementing a statewide integrated financial and administrative management system utilizing Enterprise Resource Planning (ERP) software.

The FI\$Cal Deputy Project Director, Business is responsible for providing leadership and policy direction to the Business Team and has authority over the matrix Business Team. This position oversees the Business Team through all phases of the Project lifecycle, including initiation, planning, procurement, design and testing, implementation, and operations and maintenance. This CEA position reports to the Project Director. The Deputy Project Director, Business is responsible for providing vision, leadership, and policy direction for the Business Team.

The Deputy Project Director, Business has a major responsibility for the development and implementation of policies relevant to both the design and implementation of the project. These policies, many of which may require the modification to existing state policies, will impact all state departments in the management of the state's annual budget expenditures of hundreds of billions of dollars. The project will focus on the areas of budgeting, accounting, procurement, and cash management and will both modernize systems as well as transform the business processes of the state. In this capacity, the Deputy Project Director, Business will communicate business policies and recommendations related to the project to departments, agencies, and stakeholders.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition, to evaluating each candidate's relative ability to perform leadership and policy influencing functions effectively, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate.

Applicants must demonstrate the ability to perform leadership and administrative policy influencing functions effectively and plan, coordinate and direct the work and daily operations of the FI\$Cal Business Team. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Have held a management and leadership position in a program, business transformation effort or information technology project of significant size, complexity and sensitivity.
- An understanding of the scope and approach of the FI\$Cal Project.
- Broad administrative and program expertise in one of the major business functional areas within the project scope.
- Demonstrated management, leadership and mentoring capabilities.
- Technical knowledge of and management level expertise in the state's governance structure.
- Demonstrated negotiating skills.
- Understanding of business transformation and associated challenges.
- Work effectively under intense pressure.
- Develop and maintain cooperative working relationships with all those contacted through the course of work.
- An understanding of the FI\$Cal Project vision, organization, goals and objectives.
- Strong oral and written communication skills.
- Knowledge of matrix organization management.
- Expertise in developing and implementing well-informed business policies and procedures.
- Ability to analyze administrative, organizational and operations problems, procedures and practices, and develop creative, timely and economical solutions, or take corrective action when problems arise.

Desirable Leadership Skills

In executing these duties and responsibilities, the Deputy Project Director, Business must demonstrate well-developed leadership qualities. These qualities can be summarized as follows:

- **Model The Way**—Set the example, show commitment.
- **Inspire A Shared Vision**—Convey direction and strategy.
- **Challenge The Process**—Effectively interact, negotiate and effectuate change.
- **Enable Others To Act**—Delegate, mentor and drive team to excellence.
- **Encourage The Heart**—Inspire trust and understanding through caring about individuals.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Project Director, Business, Fi\$Cal Project**, with the **FINANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed four pages in length with a font size no smaller than 12 point.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FINANCE, DEPARTMENT OF, Selection Services Unit, on behalf of the Fi\$Cal Project
915 L Street, Sacramento, CA 95814
Liz Sullivan | 916-445-3368 | liz.sullivan@dof.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FINANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>